

MICHIGAN DEPARTMENT OF STATE
Licensing Section
Lansing, Michigan 48918-1210
(517) 636-6400; fax (517) 335-2810
www.Michigan.gov/sos

DEPARTMENT USE ONLY:

Approved: _____

By: _____

VEHICLE DEALER LICENSE CHANGE OF NAME AND/OR CHANGE OF ADDRESS APPLICATION

1. INDICATE THE CHANGE YOU WISH TO MAKE:

- ☐ Change of business NAME (Complete Items 2, 3, and 9)
- ☐ Change of business ADDRESS (Complete all items except Item 3)
- ☐ Both changes (NAME and ADDRESS) (Complete entire form)

2. CURRENT BUSINESS NAME AND DEALER LICENSE NUMBER

Current Business Name

Dealer License Number

3. NEW BUSINESS NAME

Enter your new business name in blank below. Corporations and limited liability companies using assumed names must fill in the blank as follows: business name d/b/a assumed name.

Note: A corporation or limited liability company changing its business name must attach a copy of the amendment to the articles of incorporation or creation document. A corporation or limited liability company using an assumed name must attach a copy of the assumed name filing. In either case, contact the Michigan Department of Consumer and Industry Services, Corporations Division. Individual owners and partnerships must attach a copy of the county assumed name filing from the county clerk's office.

4. NEW BUSINESS ADDRESS AND TELEPHONE NUMBER

Note: Rural Route or Post Office box numbers alone are inadequate. The actual location must be identified.

Street City County Zip Code

Area Code and Telephone Number Area Code and Fax Number E-mail Address

5. BRANCH DESIGNATION Complete only if you are changing your designated branch offices.

Branch Name Street Address City Branch Number

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6. ZONING APPROVAL

Class A, B, E, F, and G dealers must obtain zoning approval from their local zoning authority. In addition, Class A and Class B dealers must obtain approval from their local municipal authority. Contact the Licensing Section at (517) 636-6400 to obtain a zoning approval form and municipality approval form.

7. NEW BUSINESS LOCATION

Attach a sketch which accurately shows the street on which the business is located, cross streets, office and display area. If you will be sharing the location with another licensed dealer, contact the Licensing Section at (517) 636-6400 for additional requirements.

If you are moving from one county to another county, you must attach a bond rider for your surety bond. Individual owners and partnerships must also attach a copy of the new county assumed name filing from the county clerk's office.

Please indicate the greatest number of vehicles you will have for sale or storage on your lot at any given time:

8. SERVICE FACILITIES (Class "A" and "B" Dealers Only)

The Michigan Vehicle Code requires class "A" and "B" dealers to have adequate servicing facilities. You satisfied this requirement for your original license either by being registered as a repair facility or by contracting with a registered repair facility.

If you intend to open a new repair facility at this location or will be entering into a new agreement with a registered repair facility, contact the Licensing Section at (517) 636-6400 for instructions. The servicing facility must be located within 10 miles of the dealership's established place of business

Please check one of the following:

- ☐ The service agreement originally filed is still in effect.
 - ☐ I am registered as a repair facility and there will not be a change in its location.
 - ☐ I am moving my registered repair facility to a new location and have attached a written notice of this change.
 - ☐ I am applying for a repair facility registration for this location.
 - ☐ I am attaching a copy of a service agreement with a registered repair facility.
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9. STATEMENT - READ CAREFULLY BEFORE SIGNING.

I certify that the statements contained in this application are true and that I, as owner, partner, or an officer or director of the corporation, or member of a limited liability company, have authority to sign this application and to make the statements contained herein. I understand that any misleading, incomplete, or false statement shall be grounds for denial of this application or the suspension or revocation of my license.

I stipulate and agree that any legal process affecting this business served on the Secretary of State or his/her deputies shall have the same effect as if personally served on me and all other owners of this business, if any. I further agree that this appointment shall remain in force as long as any liability of this business remains outstanding within the State of Michigan.

I/we hereby certify that the business named in this application maintains, and will maintain once a license is issued, an established place of business. **For a class A & class B dealer an established place of business means the following:** The premises must contain a permanently enclosed building or structure either owned, leased, or rented by a dealer, which is not a residence, tent, temporary stand, or any temporary quarters; the building or structure is required to be continuously occupied in good faith for the purpose of selling, buying, trading, leasing, or otherwise dealing in motor vehicles; all books, records, and files necessary to conduct the business of a Class A or Class B dealer must be maintained in the building or structure; A building or structure housing an office of at least 150 square feet in size, equipped with standard office furniture, working utilities, a working restroom, and a working telephone listed in the name of the business on the dealer's license; Land space of no less than 1,300 square feet to accommodate the display of a minimum of 10 vehicles of the kind and type that the dealer is licensed to sell and an additional 650 square feet for customer parking.

The display and customer parking areas must be adequately surfaced and well lit during business hours; An exterior sign displaying the name of the dealership that is permanently affixed to the building or land with letters clearly visible from a highway identifies the premises; Conspicuous posting of the dealer's regular hours of operation. The posted hours must be not less than 30 hours per week; The premises must contain a registered repair facility on site for the repair and servicing of motor vehicles of a type sold at the established place of business, unless the dealer has entered into a written servicing agreement with a registered repair facility at a location not to exceed 10 miles distance from the established place of business. If repairs are conducted pursuant to a servicing agreement, the servicing agreement must be conspicuously posted in the office; the premises meet all applicable zoning and municipal requirements. **For other dealer classes** an established place of business means the place actually occupied either continuously or at regular periods where books and records are kept and a large share of business is transacted.

Signature

Printed Name

Title

Date
